

# CERN – Procurement - Group Retreat

## Friday 20 April 2018

### SCOPE AND METHOD:

#### Objectives

The retreat inserts itself in the process of strengthening Group relationships. The whole Group comes together in a participative process, to meet colleagues and exchange, to better understand what the different Sections, Units and team members do in their day-to-day work, and see how they may be able to give support to each other.

#### Process and Dates:

1. Preliminary telephone discussions, email correspondence in March & April 2018 Anders Unnervik, HR Frontline (Marie-Laure Rivier), Florence Licci-Ounnough & Facilitator (Matthew Alagich).
2. Discussions retreat objectives, methodologies and outcomes with Anders Unnervik.
3. Preparation suggested principal activity, and proposed agenda, forwarded Wednesday 4 April.  
Suggested date for retreat: Wednesday Friday 20 April
4. Meeting 9 April, Group Leader, Section & Unit Chiefs, Facilitator - Retreat objectives, principles and methodology, presentation of main activity. Clarification of roles and expectations, Q&A on retreat process. Brainstorming. Walk-through activities and skills development as necessary. Nomination of one Focal Point for each presentation Team.
5. Section and Unit retreat presentations finalised and, as appropriate, downloaded on a CERN computer to be used at retreat for presentations – deadline Wednesday 18 April. (To be organised with Personal Assistant of Group Leader)
6. Retreat – Probable delivery date Friday 20 April, 09:00-18:00 at venue (to be confirmed)
7. Debrief 4 weeks after the retreat.

#### Friday 20 April:

- Full day. Around 30 participants
- Section/Unit Focal Points to meet with Facilitator by 08:30 at latest at retreat venue to ensure all presentations are ready and downloaded onto one computer.
- Anders Unnervik to prepare brief opening presentation to whole Group, including possibly the vision for the Group short and medium-term and expressing desired outcomes for the retreat
- Each Section/Unit to make a presentation of their work (using method/structure contained in “Team Overview” document forwarded to all Section/Unit Chiefs)
- Debrief using a participative dialogue process, with multiple exchanges between different Section/Unit members. Agreement on direction and next steps.
- Other team activities
- Debrief with Group Leader at end of session and at date to be determined approximately four weeks after the session

# 1. FEES AND DELIVERY

## ***Retreat Location:***

- External location – venue to be confirmed
- Choice of venue, booking and costs (lunch, breaks, food and beverages responsibility of CERN)

## ***Retreat hours:***

- Programme 09:00-18:00 with a morning and afternoon break, and lunch.
- Welcome coffee from 08:30. Team Focal Points to be present from 08:30 at latest.

## ***Fees: 1 ½ Day Delivery***

- Euros 1'700 per day for one Facilitator. This is the consulting fee per day for each delivery day
- A team-building retreat is a *process rather than a one-day event*. Delivery includes pre-retreat interventions by the Facilitator with team members, the retreat day itself with all team members, and debrief with Group Chief after the retreat day.
- Debrief takes place both at the end of team-building session, and four weeks after the retreat
- Total = € 2,550

## ***2 Days – Preparation & Documentation***

- € 850- per day for one Facilitator.
- Conception, development and validation of programme, team activities, documents including those in both English and French.
- Preparation for meetings with Group Leader, Section Chiefs and other participants (as needed) and HR Frontline; preparation for debrief; diverse communications, conversations, correspondence.
- Total = € 1,700

**TOTAL FEES: EUROS 4'250-**

Payable upon completion of retreat.

# 2. OTHER CONDITIONS

## ***Logistics***

It is the responsibility of CERN to take care of all workshop logistics:

- Reservation and costs of training location (and parking for facilitator), including meals, snacks etc. for all seminar participants, as well as the facilitator.
- Provision of 5-10? flip charts and paper, board markers, projector, sound system with four microphones. 7 tables for 5 people, arranged café style (**NOT** in ordered lines or rows)

## ***Workshop documents***

In coordination with Anders Unnervik (and Personal Assistant), reproduction of participant handouts and materials, as necessary. We will seek to be paperless. Handouts and materials may be used by CERN internally and remain the intellectual property of the consultant.

### 3. RETREAT APPROACH – DEFINITION OF TERMS

1. Above all and simply put, the approach to the retreat will be interactive, to enable members of the different Sections to get to know each other better, understand a little more about what others do and see how each Section and team member fits in and can help others in meeting objectives. This will be done in a spirit of discovery, curiosity and should be enjoyable as well.
2. Participants will be asked to *participate* fully, to share and listen, to dialogue on views rather than debating and defending viewpoints.
3. What we will be doing within the Group at the retreat can be replicated when developing relationships with partners, external and internal.
4. We will be developing three core capabilities within the Group:
  - a. Ability to see the larger system – using a ‘systems thinking’ approach
  - b. Fostering reflection and generative conversations. Developing dialogue.
  - c. Shifting from reactive problem-solving to co-creating the future. Co-creation.

*Systems thinking - ‘understanding a system as a set of things/people interconnected in such a way as to produce their own pattern of behaviour over time’.* To transform a system, therefore, requires that you transform the relationship between the people who make and shape the system, and the most effective way is through inquiry and dialogue, through getting the people who need to meet, into the room. This includes people with different and sometimes opposing ideas, viewpoints, strategies and needs. It also requires that you create together the structure of the system you’d like

*Dialogue – ‘to create meaning by thinking together. Sharing and creating meaning through words rather than arguing or debating perceived truths’.* One indicator of a systemic approach in organisations is high-level awareness of interdependence and interrelationship. What the Group creates through meeting in dialogue, thinking together in new ways is a *field of shared meaning* that enables intentional and consciously drawn insights to emerge. That’s the basis of what we will be doing with dialogue and conversation.

*Co-creating the future – knowing what you’d like to see, having a compelling vision and also being able to face tough truths about present reality and doing something about it. (Taking into consideration systemic obligations).*

### LOGISTICS AND MATERIAL:

**Organized by the Group.** 7-8 flip charts and paper, board markers, projector, sound system with three mobile microphones (depending on room). 7 tables for approximately 5 participants per table, arranged café style.

### RESOURCES:

External consultant: Matthew Alagich